

CITY OF BEAVERTON

Project Engineer 1

General Summary

Perform a variety of engineering project management duties requiring expertise in the area of professional civil engineering. Practice engineering and perform "responsible charge" duties as defined by State law, ORS 672.005(1) and OAR 872-010-0010(5) respectively, to perform or direct a variety of engineering activities. Provide official Project Engineer (PE) stamp approval for project work.

Key Distinguishing Duties

Perform duties that, by state law, may only be performed by a licensed professional engineer. This position also provides the professional engineer stamp/seal on final engineering documents as required by state law.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Supervise Engineering Technicians and section operations. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of a division management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Manage the performance of consultants and construction contractors on assigned projects. Recommend payments to contractors and consultants.
2. Supervise staff to ensure City goals and objectives are met. Schedule, assign and review work. Participate in hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Prepare, recommend and monitor budget for assigned engineering projects. Provide explanation for variances.
4. Conduct or coordinate field investigations and prepare narrative reports for the Division Manager. Prepare engineering designs, calculations, analysis and cost estimates.
5. Provide professional civil engineering calculations for various project components and review engineering drawings prior to submittal for design reviews. Ensure completeness prior to the bidding process and contract approval.
6. Manage assigned engineering related projects.

7. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
8. Review inspection reports and project progress, including conformance with specifications and engineering standards. Review construction site safety. Coordinate and participate in construction project bid processes.
9. Prepare Agenda Bills for recommendation of design or award of construction projects for Council approval. Provide professional engineering stamp on construction contract documents requiring preparation by a licensed engineer.
10. Design and prepare engineering construction plans through the use of computer aided drafting and design systems for civil engineering projects.
11. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
14. Represent the Division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
15. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
16. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Follow standards as outlined in the Employee Handbook.
19. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of practices and principles of civil engineering.
- ◆ Advanced knowledge of the laws and regulations managing public engineering projects.
- ◆ Advanced knowledge of project management techniques and project budgeting.
- ◆ Advanced knowledge of managing consultant and construction contracts.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to public engineering projects.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.
- ◆ Advanced mathematics as related to civil engineering principles.
- ◆ Advanced knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Advanced skill in management of engineering and construction projects.
- ◆ Strong ability to successfully manage the functions and budget of projects and contracts.
- ◆ Strong ability to prepare and interpret engineering plans and specifications.
- ◆ Advanced skill in engineering design, analysis and review.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to build consensus.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing and spreadsheet programs and other software applications as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Bachelor's degree in civil engineering, or a related field, and 5 years of engineering experience in assigned area, including 2 years of project management experience, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Depending upon area of assignment may require 2 years experience managing consultants and contractors.

Licensing/Special Requirements

- ◆ Valid Oregon driver's license and the ability to meet the City's driving standards.
- ◆ Registration as a civil engineer in the State of Oregon in appropriate area of expertise or the ability to attain professional license within a year (for out of state applicants only.)

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads; occasional climbing and balancing; occasional wearing of protective gear or clothing.

Classification History

As of 10/97: Project Engineer

Revised: 1/98

New Class specification title 1/98: Project Engineer

Revised: 3/05

Revised: 12/04

New Class specification title 1/1/09: Project Engineer 1

Revised: 1/1/09

Status: M2

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date